



MICHIGAN SUPREME COURT  
**MICHIGAN JUDICIAL INSTITUTE**

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# **PROGRAM ANNOUNCEMENT**

December 16, 2005

## **Chief Judges & Court Managers Seminar**

March 14-16, 2006 Or March 20-22, 2006

Hall of Justice Conference Center  
Lansing, Michigan

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### **INTRODUCTION**

The Michigan Judicial Institute (MJi) is pleased to offer a two-and-a-half-day seminar for the new or experienced chief judge and his/her court manager. The seminar is designed to develop or enhance the critical administrative skills of the chief judge and the court manager. The seminar will focus on the essential elements of court management: leadership & leadership styles; diagnosing organizational problems; human resource management; budgeting and fiscal management/administration; as well as introduce a process for leading a successful change effort in the court.

### **PROGRAM DESCRIPTION**

This two-and-a-half-day seminar will offer chief judges and court managers an opportunity to focus on topics essential to effective court management. On the first day, participants will consider the requirements for leadership in the court system and also learn some approaches to diagnosing organizational problems in courts. In addition, using an assessment instrument, participant will learn about their leadership style as it relates to their role as chief judge or court manager.

On the second day, participants will spend time on budgeting and fiscal management, with a look at the budgeting issues currently facing Michigan courts. In addition, participants will receive information on key human resource management principles and discuss issues related to working with collective bargaining units and the county personnel office, as well as compliance with current employment law requirements.

The second day will conclude with a reception from 4:30-6:00 pm. During the reception, chief judges and court managers will have an opportunity to meet with other colleagues, as well as Justices and select staff from the Supreme Court and the State Court Administrative Office (SCAO). The reception will offer participants a chance to informally discuss individual court challenges and possible strategies for addressing them. Supreme Court and SCAO staff will be introduced and then available during the reception to answer questions and provide information on the type of assistance their offices may provide to courts in the areas of intergovernmental relations, human resource management, media relations, fiscal management, as well as regional and trial court services. Seminar participants should bring issues and/or ideas for discussion during the reception.

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On the third day, participants will be introduced to a process for successfully implementing a change or innovation in their court. Chief Judges: please identify on the seminar registration form, one major innovation that you plan to institute during your tenure.

\*Please note: due to the format of this seminar, the faculty has requested that we limit enrollment to 40 participants. However, because we expect to exceed 40 registrations, we are repeating this seminar the following week.

## FACULTY

The seminar instructors will include:

**Mr. Theodore H. Curry, II**, Director of the graduate School of Labor & Industrial Relations of Michigan State University, the largest graduate program in human resources and labor relations in the country. In addition to his administrative duties, Professor Curry regularly serves as a seminar leader and consultant for trial and appellate courts on human resources and labor relations topics.

**Dr. John K. Hudzik**, Professor of Criminal Justice and Dean, International Studies & Programs, Michigan State University. Dr. Hudzik also has teaching responsibilities in the masters and doctoral programs in fiscal administration, program planning, personnel administration, and research methods. He regularly serves as a consultant to judicial branch agencies in the areas of strategic planning, policy development, fiscal administration, and human resource management.

**Dr. R. Dale Lefever**, Assistant Professor and Assistant Chair for Planning & Program Development in the Department of Family Medicine, University of Michigan. Dr. Lefever also serves as a consultant for justice system personnel in the areas of leadership, team building, and strategic planning.

Representatives from the Michigan Supreme Court and SCAO will also speak during the course of the seminar.

## ELIGIBLE PARTICIPANTS

This seminar is designed for new and experienced chief judges and court managers. Much of the content will be useful to both chief judges and court managers. Therefore, teams comprised of the chief judge and the court manager with significant leadership responsibility, are strongly encouraged to attend this program. In addition, team applications will be given first priority. \*Please note: due to the format of this seminar, the faculty has requested that we limit enrollment to 40 participants. However, because we expect to exceed 40 registrations, we are repeating this seminar the following week.

## GENERAL SEMINAR SCHEDULE

### Day 1

8:30 a.m. – 9:00 a.m.	Seminar Registration
9:00 a.m. – 9:30 a.m.	Opening Remarks
9:30 a.m. – 12:00 p.m.	Morning Session
12:00 p.m. – 12:45 p.m.	Group Luncheon
12:45 p.m. – 4:00 p.m.	Afternoon Session

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#### Day 2

9:00 a.m. – 12:00 p.m.	Morning Session
12:00 p.m. – 12:45 p.m.	Group Luncheon
12:45 p.m. – 4:30 p.m.	Afternoon Session
4:30 p.m. – 6:00 p.m.	Reception with Supreme Court Justices and select Supreme Court and SCAO Staff

#### Day 3

9:00 a.m. – 12:00 p.m.	Morning Session
12:00 p.m.	Seminar Adjourns

## LODGING & MEALS

For all participants whose courts are more than 65 miles from the Hall of Justice, MJJ will pay for the cost of double-occupancy lodging the evening prior to the first day, and the first and second day of the seminar, at the Lansing Sheraton Hotel. All rooms are double-occupancy and will be assigned roommates by the Institute. If you wish for a single-occupancy room, you will be required to pay approximately \$40, plus tax, per night at the time of checkout. Please make the appropriate lodging request on the attached registration form.

All seminar participants will receive complimentary group luncheons and refreshment breaks during the course of the seminar. Additionally, there will be a reception on the second evening of the seminar, with hot and cold hors d'oeuvres. All other incidental expenditures, including dinners, mileage, telephone calls, entertainment, etc., are the responsibility of each individual or his/her governmental unit.

Facility space constraints will not allow MJJ to make any arrangements to accommodate spouses, family or friends of the seminar participants for lodging, meals or at the seminar itself.

MJJ programs are offered at facilities that accommodate persons with disabilities. If you require special accommodations during the program, please indicate your needs on the attached registration form.

## SEMINAR REGISTRATION

Individuals interested in attending this seminar must complete the attached seminar registration form, which may be duplicated. Registration forms must be received by Tricia Shaver no later than 5:00 p.m. on **Friday, February 3, 2006**. Registration is limited to 40 participants, and is on a first-come, first-served basis. \*Please note: due to the format of this seminar, the faculty has requested that we limit enrollment to 40 participants. However, because we expect to exceed 40 registrations, we are repeating this seminar the following week. ***On the attached registration form, please indicate the week you prefer to attend.***

Applicants selected to attend the seminar will be notified by mail following the registration deadline. Specific on-site registration information, and the leadership style inventory, will be included with the acceptance notification mailing. Every applicant accepted for this program must complete and return the inventory prior to the seminar.

After reading this announcement, if you have any questions concerning this seminar or registration process, please call Tricia Shaver at 517/373-7452, Cathy Weitzel at 517/373-7510, or Dawn McCarty at 517/373-7509.

Please complete the attached registration form and return it by **Friday, February 3, 2006**, to:

**Tricia Shaver, Program Assistant, Michigan Judicial Institute, Fax: (517) 373-7615**